



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address Georgia Department of Human Resources Office of State and Local Coordination Room 617-H - 47 Trinity Avenue, S. W. Atlanta, Georgia 30334	FOR RECORDS MANAGEMENT USE	
Application Date April 23, 1976	Application Number DHR-49		Application Number <b>76-151</b>	Date Received APR 27 1976
2. Person to Contact Linda Lee		Working Title Stenographer		Telephone Number 656-2624
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest 1967		5. Records Series Title (followed by title used in office, if different) to date BOARD OF HEALTH COUNTY MEMBER APPOINTMENT FILES		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? <p>The Department of Human Resources, headed by the Commissioner, is responsible for planning, organizing, directing, coordinating and controlling the delivery of services to the residents of Georgia. Included are diagnosis and treatment of mental disorders; control of physical health programs; administration of public assistance programs, federal food programs, and medical assistance programs; administration of the delivery systems for services to indigents, children, and adolescents; administration of programs which enable the non-productive members of society (blind, physically and mentally handicapped) to function as productive members of society; administration of programs for the elderly; evaluation of programs of the Department and for suggesting improvements in these programs; and the supportive services.</p> <p>The Office of State and Local Coordination has the responsibility for coordinating the activities of the Department with the State Legislature, the Attorney General, the County Commissioners' Association, and the Municipal Association. In addition, this office is responsible for coordinating activities relating to rules and regulations that require Board approval of formal hearing; the coordination of the Department's efforts in providing disaster relief; for working with the Office of Planning and Budget in maintaining a system for tracking legislation that affects the Department; and DHR District activities.</p>				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: appointments, by County Grand Jury, of members to the County Board of Health. Included are: legal documents from the County Clerk of the Superior Court, Health Director, the Secretary of State, or Board of Commissioners of a particular county, which shows the name of person appointed to the Board of Health. File is arranged: numerically by DHR District; thereunder, alphabetically by county.				
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>2 daily</u> ; Seven to twelve months old <u>2 daily</u> ; Thirteen to twenty-four months old _____; twenty-five months and older _____?				
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1/8</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? DHR District Offices
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |   |              |
|--------------------------|--------------|---|--------------|
| a. State Law             | _____ years. | d. Audit period                           | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need Register-permanent | _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions         | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

The State Archivist has directed retention indicated at item 12.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then  
☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then  
☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then  
☐ Destroy.  
☐ Transfer to State Archives for permanent retention.  
☒ Other (Specify) \_\_\_\_\_

#### DISTRICT OFFICES

Register (where applicable): Beginning Jan. 1, 1976, list all appointments to the county Health Board.

Cut off file Jan. 1, 1981, and every fifth year thereafter; then hold in current files area 2 years; then destroy.

#### OFFICE OF STATE AND LOCAL COORDINATION

Register: Beginning Jan. 1, 1976, list by county all county Health Board appointments; cut off file Jan. 1, 1981 and every fifth year thereafter; hold 2 years in current files area; then transfer to State Archives for permanent retention.

Papers: Upon expiration of term of individual board member, place all papers in the inactive file; cut off the inactive file at the end of each calendar year; hold in current files area 1 year, transfer to State Records Center; hold 4 years; then destroy.

Papers: Upon expiration of term of individual Board member, place all papers in the inactive file. Cut off the inactive file at the end of each calendar year; then,

if listed in a register, hold 1 year; then destroy;

if no register, hold 2 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>George L. Clackin</i>	4-8-76	<i>Elizabeth Cink</i>	4/11
State Records Committee (Signature) Date			
State Auditor/Designee		<i>William M. Arjan</i>	5-24-76
Secretary of State/Designee		<i>Carolee H. H.</i>	5-20-76
Attorney General/Designee		<i>Robert Sheel</i>	5-25-76

Recommendations in paragraph 12 are approved.  
(If disapproved, attach letter of explanation.)